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County Judge :	318U###@		Data	THE CONTRACT OF THE CONTRACT O

District Clerk's Office

\$20.00 counterfeit bill Date of Loss 08-07-14

Cause of Loss

A counterfeit \$20.00 bill was passed at the Plano Passport office, the fake bill was caught by the counterfeit machines at the bank.

Position of Official Regarding Loss

Loss was not the result of fraud or negligence on the part of the elected official. The loss was a result of staff not following internal controls, which will be addressed with staff involved and appropriate disciplinary action taken. Following loss, measures that had been implemented to avoid future loss were reiterated with the staff.

Current Internal Controls

Staff is trained to use counterfeit pens on all cash received. They are regularly reminded of this procedure. All bills in the McKinney office that are \$20.00 and above are re-checked in the financial office at closing.

Additional Controls Implemented to Prevent Future Losses

The Secret Service is scheduled to give a seminar to employees explaining how to identify counterfeit money. All employees who handle cash on a daily basis will attend the training; this will give them more knowledge so they know what to look for when checking for counterfeit bills

Action Taken to Recover Funds

The bank found this bill by using their counterfeit machine; they notified the financial office immediately. The finance office contacted the Auditor's Office to notify them of the counterfeit bill. The bank notified the Secret Service by filling out a Counterfeit Note Report.

United States Secret Service

Counterfeit Note Report

303-2014-004082-W

INSTRUCTIONS TO BANK:

- Prepare and submit one copy of completed form with each suspected counterfelt note to your LOCAL SECRET SERVICE OFFICE.
 If desired, an additional copy of this form should be prepared and retained for your records.
 Unless advised otherwise, the suspect note submitted to the Secret Service should be considered counterfeit.
 The Secret Service WILL NOT return a copy of this form.

"this chapter [Chapter 35] does not apply to	the collection of information d	uring the conduct of a Feder	ral criminal investigation"							
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720 S Greenville Ave. Allen, Texas 75002, United St	ates	Circular:	Circular:							
Telephone Number of Bank (include area code		Parent Note:	Parent Note:							
Point-of-Contact: Alma Beltran	:). 214-000-0810	Variation Num	Variation Number:							
(BeitranAlma@anbix.com)		Classification N	Classification Number							
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Bank taller and person surrendering the note should dat note knows from whom helphe received it, or has a desi hold the note. (The phone number of your local Secret S local office on the day it is received.	s and initial each counterfeit note with orption of the passer, or his/her euto, t service office can be found under the f	pen and link in the border areas or or any other information, TELEPP leid Office nav link on this site.) I	of the note for identification. If the person surrendering the CONE the local Secret Service office INSECRATELY and if no information is available, please mad the note to your							
DESCRIPTION OF COUNTERFEIT NO	TE OR RAISED NOTE (fo	r raised note give seri	al number only)							
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CHECK LETTER/PACE PLATE NO.: E/S	BACK PLATE NO.: 25	SERIES: 2008	SERIAL NUMBER:							
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CUSTOMER/BUSINESS: soliin county TX Dist Clerk DATE OF DEPOSIT: 8/7/2014										
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and the second is seen a second			CUSTOMER'S BUSINESS PHONE A/C							
NAME OF PERSON SURRENDERING AND I	NITIALING NOTE:	CAMERE TO THE BERNE	IVING AND INITIALING NOTE:							
INFORMATION ABOUT COUNTERFE	T NOTE									
DOES THE CUSTOMER HAVE ANY INFORM	IATION AS TO THE SOURCE O	OF THE COUNTERFEIT?: N	io							
WAS THERE ANY SUSPICIOUS ACTIVITY?:	No									
IS THIS A NON-CUSTOMER?: No										
WAS THE COUNTERFEIT BILL PASSED AT THE ADDRESS LISTED ABOVE?: Yes										
BILL PASSED ADDRESS:										
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Acknowledgement of Receipt returned to bank:										
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8/8/2014

(Previous Editions may not be used.)

PLEASE SUBMIT TO THE LOCAL SECRET SERVICE JURISDICTIONAL FIELD OFFICE





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DEPOSIT RECORD COPY
88-151-1115 COLLIN COUNTY TEXAS DISTRICT CLERK: FEE ACCOUNT: FUND 735 2100 BLOOMDALE RD., STE. 3100 MCKINNEY, TX 75071 FOR IMMEDIATE NITHBRAWAL To war all DOLLARS | CENTS CÜHPIENCY CEMN CHECKS IN LOCAL SEPARAT :10.408m90.0t 8 đ . 3 iù 71 POOD 20 10 1 Park to American National Rank 12 13 1. iş. SINDER. Checking Debesite OUTOBS STREET STREET District to 403 22 28 (5.) 10 C 10 C TOTAL FROM CTHER SIDE GR. GRETA

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American national bank of treas

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